



Human Resources

DATE POSTED: March 21, 2005

REQ. # 05-076

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, FL. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 03-21-05 TO 03-25-05, but will remain open until filled.

DEPARTMENT/DIVISION
GROWTH MANAGEMENT

POSITION AVAILABLE
GROWTH MANAGEMENT DIRECTOR

OF OPENINGS
1

STARTING SALARY
\$63,565.01 / year

COMMENTS
Driving Position

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 512
PAY GRADE: EX3
SALARY: \$63,565.01 - \$101,314.10
GROWTH MANAGEMENT DIRECTOR

MAJOR FUNCTION: Responsible managerial, technical, and administrative work in supervising and coordinating the activities and functions of the Growth Management Department, including planning, growth management and code compliance.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Urban planning, community and economic development practices and other related urban, Growth Management matters, have a good basic foundation in the principals of public administration and management.

Abilities: Ability including personnel motivation, results in service-oriented performance, and capable of effective decision-making. Superior analytical skills, good oral and written communication skills. Ability to establish and maintain effective working relationships with the public and fellow employees. Supervise professional, paraprofessional and clerical staff, including direction of work programs. Be effective and diplomatic in written and oral communications.

ESSENTIAL JOB FUNCTIONS: Reports directly to the Assistant County Administrator and frequently presents Growth Management matters to the Board of County Commissioners, advisory boards and special interest groups. Coordinates implementation of the Comprehensive Plan and supervises special community development projects. Administers and recommends revisions to the Comprehensive Plan, Land Development Code, and other growth management policies. Coordinates review process of all proposed development projects and reviews staff recommendations presented to various boards and commissions. Responsible for the formulation and submission of grant applications to various state and federal programs. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near and far vision and good hearing. Periodic walking and standing. Ability to lift occasionally 30 pounds. Ability to operate County automobile continuously for a period of one hour.

ENVIRONMENTAL CONDITION REQUIREMENTS: Nearly constant work inside the office in a sedentary posture. Periodic meetings with Department staff. Periodic attendance at meetings inside and outside the County office buildings. Occasional field trips to unimproved and improved development sites, agricultural areas and wilderness areas.

WORK HAZARDS: Possible vision disfunction due to heavy computer work. Occasional field visits to undeveloped areas, agricultural areas and areas under development, with attendant hazards.

SAFETY EQUIPMENT USED OR NEEDED: Occasional need for hard hat.

EDUCATION: Master's degree in urban and regional planning, public administration or related field with considerable experience in a management capacity.

EXPERIENCE: Progressively responsible experience in directing and administering planning and Growth Management programs essential. Must have a significant background in supervising other professionals. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Valid Florida Driver's License, or ability to obtain within one month of employment. Membership in American Institute of Certified Planners. Good driving record.

April 2004

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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